

# **How to Apply for the Department of Corrections**

## **Creating an Account:**

- Go to <http://careers.ky.gov>
- Click on "Search & Apply."
- From the COS login page; click the 'click here to create a new account' link (gray box in the upper right-hand corner of the page). You will be presented COS Terms of Agreement. You must agree to the terms to create an account.
- Complete your contact information.
- Use your email address as your username. (Each applicant must use their own, unique email address to create their own COS account.)
- Click the 'Create' button to be directed to the Welcome page.

## **Creating and Editing an Application:**

- Once you have created your account, on the main page (after you've logged in) you can go to "Edit your profile" to add more information to your application.
- Complete at least the required fields (marked with red asterisks) on the 'Contact Information' tab and click 'Save.'
- Click the 'Application' tab. (It is the gray tab located above your first name and to the right of your 'contact information' tab after logging on.)
- Complete the required fields first which are marked with a red asterisk and click the 'Save' button. (You will not be able to save your application until you have entered your information into the required fields.)
- Complete the remaining fields and be as detailed as possible. Save again after finishing.

## **Applying for Jobs:**

- After establishing an application click continue and then click on "Search Openings."
- Go to the area that has 'Agency' next to it and click on '54-Justice and Public Safety Cabinet.' (You can also narrow your search by selecting specific grades and/or counties which you are willing to work)
- Be sure to select 'competitive' as the vacancy type.
- Click the search box down at the bottom of the screen.
- This will bring up a screen of all positions available in that department.
- On the left side of the screen, there is a 5 digit number, followed by BR, highlighted in blue.
- Click the BR number associated with the job that you are interested in.
- Scroll down and read to specifications to ensure you qualify.
- If you qualify, scroll to the bottom (or the top) and click on "Apply to Job."
- Here you can use the resume previously uploaded, or upload a new one; click continue.
- Here you can review your application and add more information if necessary; click continue.
- You will see a confirmation page; you will also receive a confirmation email.